



BYLAWS

Freedom High School Vocal Music Parents' Organization

3149 Chester Ave
Bethlehem, PA 18020

ARTICLE I: NAME

The name of this organization is the Freedom High School Vocal Music Parents' Organization (FHSVMPO).

ARTICLE II: PURPOSES

Freedom High School Vocal Music Parents' Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Purposes of the Freedom High School Vocal Music Parent's Organization (FHSVMPO) are:

- a. Provide support for the choir programs of Freedom High School
- b. Lend adult time and talent to enhance the choir programs
- c. Provide equipment and other assets to be used in the Vocal Music Department when needs arise that are not covered by the school choir budget
- d. Provide the means for the choir members to participate in trips and activities that are beyond the scope of the regular Bethlehem Area School District music programs
- e. Promote communication between choir director, choir members, and their parents.
- f. To cooperate with those in charge of the Music Department of Freedom High School, and the Bethlehem Area School District so that this program can be kept at the highest quality possible.

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ARTICLE III: MEMBERSHIP AND DUES

- Section 1: All members of the Freedom High School choir and their parents, past and present, shall be eligible for membership
- Section 2: FHSVMPPO shall conduct an annual enrollment of members, but may admit individuals to membership at any time.
- Section 3: Each member of FHSVMPPO shall pay such annual operating expenses to said organization as determined by the organization.

ARTICLE IV: OFFICERS

- Section 1: The officers of FHSVMPPO shall be a President, a Vice-President, a Secretary, and a Treasurer
- Section 2: Officers shall be elected by ballot at the last meeting of the school year.
- Section 3: The vote shall be conducted by ballot. When there is but one candidate for office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.
- Section 4: The following provisions shall govern the qualifications and eligibility of individuals to be officers of the FHSVMPPO.
- a. Each officer shall be a member of the ~~FHSVMPPO~~FHSVMPPO
 - b. To be eligible for the presidency a person must have been a member of ~~FHSVMPPO~~FHSVMPPO for one year within the last four years
- Section 5: Officers shall assume their official duties at the start of the next fiscal year (July 1) and shall serve for a term of ~~two-one~~ years or until their successors are elected.
- Section 6: A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice-President. The Executive Board shall fill a vacancy in any office other than President.
- Section 7: There shall be a nominating committee composed of three members. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees, if available, at the last regular general membership meeting of the school year, at which time additional nominations may be made from the floor. Before the election takes place, the president shall call for nominations from the floor. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.



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ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall

- a. Coordinate and preside at all meetings of ~~FHSMVPO~~FHSMVPO
- b. Be the official representative of ~~FHSMVPO~~FHSMVPO with school administration, BASD School Board, and outside agencies
- c. Serve as an ex-officio member of all committees
- d. Coordinate the work of the officers and committees in order that the Purposes may be promoted

Section 2: The Vice-President shall

- a. Act as an aide to the President
- b. Perform the duties of the President in the President's absence or inability to serve
- c. Assist the President in coordinating the work of the officers and committees in order that the Purposes may be promoted
- d. Shall find sources of income for general fund to assist students in need

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Section 3: The Secretary shall

- a. Record the minutes of all meetings
- b. Be prepared to read the records of any previous meeting
- c. Have a current copy of the bylaws
- d. Post minutes on the website prior to the meeting and submitted for approval at the next meeting. Minutes are to kept online for a period of not less than 4 years. Paper copies should be kept on file
- e. ~~Shall be~~Be responsible for correspondence necessary for the organization

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Section 4: The Treasurer shall

- a. Have custody of the funds
- b. Maintain a full account of the funds
- c. Make disbursements as authorized by the President, Executive Board, or the ~~FHSMVPO~~FHSMVPO in accordance with the budget adopted
- d. Keep a full and accurate account of the receipts and disbursements in the books belonging to the ~~FHSMVPO~~FHSMVPO



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- e. Provide a written financial statement at each regular meeting
- f. Oversee the preparation and filing of all required ~~FHSMVPO~~FHSMVPO tax returns
- g. Coordinate with the audit committee appointed by the President for annual review of the books
- h. Have all checks signed by two people; the treasurer and ~~for President and/or Vice President. The President and Vice President must not be related to the Treasurer and if so another person should be appointed by the President one other unrelated executive board member.~~

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Section 5: All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, all records, books, and other materials pertaining to the office, and shall return to the treasurer, within ten days, all funds pertaining to the office.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the association, the Choir Director, and the chairpersons of standing committees. The immediate past President shall advise the Executive Board if requested and available. The standing committees are as follows:

<u>Uniforms</u>	<u>Fundraising</u>	<u>Hospitality</u>
<u>Trip</u>	<u>Gift Cards</u>	<u>Student Accounts</u>
<u>Publicity</u>		

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- a. Committees can be changed as the Executive Board shall determine.
- b. Officers and Committee Heads will be required to attend the majority ~~of~~ of executive board meetings. If a committee head is absent from more than two consecutive meetings, the President may appoint a replacement.

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Section 2: The Executive Board shall manage the affairs of the ~~FHSMVPO~~FHSMVPO in the intervals between general membership meetings.

Section 3: Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of ~~FHSMVPO~~FHSMVPO
- b. Create and monitor standing and special committees



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ARTICLE VII: GENERAL MEMBERSHIP MEETINGS

Section 1: Regular meetings of this association shall be held ~~monthly~~ during the school year. Dates of meetings, month and day, shall be determined by the Executive Board and announced by the first general membership meeting of each school year and posted on the FHSVMPPO website ~~(www.fhs-choir.org)~~.

Section 2: Special meetings of FHSVMPPO may be called by the President or by the majority of the Executive Board, and announced at a regular general meeting or by posting on the FHSVMPPO website ~~(www.fhs-choir.org)~~.

Section 3: Seven members shall constitute a quorum for the transaction of business in any general meeting of FHSVMPPO.

Section 4: Voting by proxy is prohibited.

Section 5: Voting member constitutes a member over the age of 18.

ARTICLE VIII: FISCAL YEAR

The fiscal year of FHSVMPPO shall begin on July 1st and end on the following June 30th.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern FHSVMPPO and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE X: DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



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ARTICLE XI: AMENDMENTS

- Section 1: These bylaws may be amended at any general membership meeting of this association by a two-thirds vote of the membership present and voting, provided that notice of the proposed amendment shall have been given at least two weeks prior to the meeting at which the amendment is voted upon.
- Section 2: A committee may be appointed by the Executive Board to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- Section 3: Bylaws shall be reviewed ~~at the discretion of the Executive Board~~ every two years and voted on at the general meeting.



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SIGNATURE/APPROVAL PAGE

Approved by General Membership

(President's Signature)

(Date of Approval)

(President's name printed)

(President's street address)

(President's phone number)

(Secretary's Signature)

(Secretary's name printed)

(Secretary's street address)

(Secretary's phone number)